

**CLASS TITLE: COMMUNITY LIVING COORDINATOR**

**Class Code: 02154500**

**Pay Grade: 20A**

**EO: E**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To supervise, organize, coordinate and direct services provided to persons who are developmentally disabled in a Special Care Facility; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a supervisor with considerable latitude for independent judgement and initiative; work is reviewed on an ongoing basis through conferences and written reports.

**SUPERVISION EXERCISED:** Supervises and reviews the work of all staff appointed to a Special Care Facility.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for supervising, organizing, coordinating and directing all staff in the operations of a Special Care Facility.

To establish and maintain working relationships with state and community mental retardation and general resources.

To act as an intermediary between a Special Care Facility and facilities in the community.

To assist in the establishment and maintenance of a sound program of public relations with supporting agencies.

To direct maintenance of accreditation with the federal and state rules and regulations for licensure providing services to the developmentally disabled.

To be responsible for policy proposal and implementation.

To be responsible for staffing surveys.

To be responsible for budget preparation.

To work with specialized staff in the development and implementation of training programs for Community Living Aides.

To work in conjunction with other professional staff as a member of an interdisciplinary team.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and skills involved in providing development and educational training to the developmentally disabled and the ability to apply such knowledge in the administration, coordination and supervision of a Special Care Facility; a thorough knowledge of community resources available to benefit the developmentally disabled and the ability to use such knowledge in the coordination of services to the clients. a thorough knowledge of regulations; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a college of recognized standing with specialization in a human service field; and

**Experience:** Such as may have been gained through: employment in a community-based facility servicing the developmentally disabled.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

Editorial Review: 3/15/03